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24 October 1967

IRAG Meeting Notes - Number 3 25X1

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1. The third meeting of the Information Requirements Advisory Group (IRAG) was held on 18 October 1967, and was chaired by Proctor (A/DDI). Attending were [redacted] Brandwein (FMSAC).

[redacted], Jenne (IRS), [redacted]
and [redacted]

2. The purpose of the meeting was to arrange for a 90-day exercise during which procedures for processing and validating human source requirements would be put into effect on a trial basis. Copies of the proposed procedures and validation criteria had been distributed to the members for their consideration in advance of the meeting.

3. The Chairman described the trial period as a method of providing working experience with the requirements validation process, commenting that such direct experience will benefit further discussions of the validation problems. He stated that all the procedures are subject to short-cut when time is pressing, but added that the short-cut must be followed up promptly by the originating office to insure that IRS has a complete record of the requirements action.

4. Discussion of validation procedures centered on two points:

a. Analyst check of draft requirements with IRS. (Step No. 2 in the validation procedures.) It was agreed that this step need not be followed in every case but was a service provided by IRS. In this connection, the Chairman reminded the members of the records and other advisory services available in IRS and asked them to make full use of these facilities; such use can help to eliminate problems at an early stage and to simplify requirements processing.

b. Clandestine Services Evaluations. (Involves Steps 4, 5, and 8 of the Evaluation Procedures.) A major part of the Clandestine Services program for evaluating its reporting is based on judgments obtained in personal interviews with analysts of the DD/S&T and the DDI. The need for validating the opinions expressed by analysts was discussed and affirmed, particularly since the collection activity concerned requires the most selective guidance in the human source area. Also recognized was the fact that the effectiveness of the

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Clandestine Services program would be impaired by a complicated method of validation. The Chairman therefore suggested that FI Staff continue to ask analyst views but then submit the collected analyst judgments in draft for validation by responsible authority in the production components. FI/DDP and IRS were asked to work out procedures to permit division chief review of his analysts' evaluations without disrupting the evaluation program itself.

5. No changes were suggested in the validation criteria. The Chairman commented on the need for analysts to consider cost and risk factors in preparing requirements and on the desirability of validation at the division chief level. The question of workload on the division chief was raised, and past experience with numbers of requirements within components was reviewed briefly. In closing, the Chairman reminded that the trial period would run from 1 November 1967 to 31 January 1968 and that the experiment would apply to all new requirements originated during that period for collection by human sources.

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